

Assistant Library Director

Dept: Library

FLSA Status: Exempt

General Definition of Work

Performs difficult professional work ensuring library is open and functioning during operating hours, providing direct and indirect customer service to patrons, managing the facility and staff, participating in planning and goal setting for the library system, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Library Director. Departmental oversight is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Takes responsibility for the operation of the library in absence of the Director; advises and participates in library operations, management, human resources management and planning.
- Assists with hiring, training, supervising and evaluating staff to coordinate services.
- Ensures consistent operation of headquarters library facility; coordinates building maintenance and repairs with city or county maintenance or outside contractors.
- Acts as the head of reference and manages reference materials budgets.
- Provides research and assistance using electronic and print information resources to library users.
- Directly supervises, evaluates and coordinates the work of reference staff.
- Advises and assists colleagues and branch library staff as needed with reference related service inquiries.
- Selects and maintains collections of resources to meet the needs of patrons.
- Coordinates library participation in statewide audiobook consortium; develops collection.
- Promotes the library in the community through printed materials, social media interaction and attending meetings and functions as a representative of the library.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of professional library principles, methods, materials, operations and practices; thorough knowledge of reader interest levels; thorough knowledge of books and authors, periodicals, reference and library media; thorough knowledge of cataloging procedures and problems; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to analyze library service problems and participate in effectively solving them; ability to organize, manage and motivate people; ability to prepare and present reports, budgets and other presentations; ability to supervise the work of subordinates; ability to direct employees' professional training for library work; ability to establish and maintain effective working relationships with associates, vendors and library patrons.

Education and Experience

Master's degree from a program accredited by the American Library Association in library or information science or related field and three to five years experience in library management, or equivalent combination of education and experience.

Assistant Library Director

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

North Carolina Public Librarian certification.

Competencies

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

Visionary Leadership: Creates a clear, compelling vision; Communicates vision and gains commitment; Acts in accordance with vision; Displays passion and optimism; Mobilizes others to fulfill the vision

Financial Responsibility: Understands financial targets and budget goals; Incorporates financial analysis into strategic decisions; Implements operating budget flexibility to address changing priorities; Creates sound business cases to support expenditures; Promotes conservation of organizational resources

Assistant Library Director

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date